

**GOVERNOR'S COUNCIL ON DISABILITIES AND SPECIAL
EDUCATION**

Early Intervention Committee

LOCATION

**Governor's Council Conference Room
3601 C Street
Anchorage, Alaska
Teleconference**

Meeting Date

**Wednesday, October 9, 2013
10:00 a.m.**

Attendees:

Karli Lopez - Chair
Angie Fraize
Susan Kaplan

Community Members:

Sue Armstrong
Meghan Johnson
Beth Kaplan
Janel Keplinger
Kim McNamara
Laurie Thomas

Staff:

Christie Reinhardt

Prepared by: Sheila Garrant,
Peninsula Reporting

CALL TO ORDER – 10:00 a.m.
ROLL CALL

Welcome from the Chair

Karli Lopez welcomed the new members, Susan Kaplan and Angie Frazie, and the rest of the committee members to the meeting.

Announcements and Good News

Christie Reinhardt announced that her home will be on the market. She has been preparing it for two months and is excited for it to be on the market.

Approval of Agenda and Approval of Past Minutes

Approval of the Agenda

Karli Lopez requested a discussion regarding committee membership be added to new business.

There was not a quorum gathered and the committee continued without an official approval of the agenda.

Approval of Minutes – 8/14/13

There was not a quorum gathered and the committee continued without an official approval of the minutes from the previous meeting.

Correspondence

There was no correspondence to report at this meeting.

Reports

Chair's Report

Karli Lopez reported that she attended the Governor's Council meeting in Anchorage, and the focus of the meeting was mainly related to

employment. The Early Intervention Committee's work plan was approved. Council members passed along a variety of resources that are available to assist the committee with some of the goals in the work plan.

Partner Reports

OCS/ILP

Meghan Johnson reported that they did a review of the forms and policies that had been recently redone. She noted there is a new consent for evaluation form, a new stand-alone prior written notice form, a new prior written notice with imbedded activity progress notes form, and changes to the opt-out form. There were also changes to the procedural rights and safeguards based on policy changes, and they are now in the process of developing guidance documents for providers and families.

Meghan Johnson reported that they did a goal-writing activity around IFSP, and the State used a matrix to review them to see where they are in the quality of their IFSP development. Providers commented that it was beneficial to go through that process, and as a result of that feedback, they will have training at the Association for the Education of Young Children (AEYC) Conference related to IFSP development using quality indicators.

Meghan Johnson stated that they did a post-evaluation to the Part C credential and the overall results were good in terms of improvements in gaining knowledge. They will be doing some revisions to the Part C credential, because at the time it was created, the policies and federal regulations were not out.

AILPA

Laurie Thomas shared AILPA's strategic plan as follows:

- **Goal 1:** AILPA promotes relationships that support effective communications with State staff in support of our shared mission, vision, and values.
 - Supporting a retreat with infant learning program coordinators and State staff.
 - Collaborating with the State regarding the monthly newsletter.

- **Goal 2:** ALIPA promotes relationships between infant learning programs that support effective communications, collaboration, and excellence in our work with families and young children.
 - Develop a formal system for mentoring new staff.
 - Develop a billing handbook to distribute to all programs.
 - Develop recommendations for caseload guidelines.

- **Goal 3:** AILPA promotes relationships that support effective communications with our mental health, child protection, special education, and early childhood partners on behalf of families and young children.
 - Maintaining representation on AECCC.
 - Developing a flowchart that demonstrates the importance of various services in our state and how to make appropriate referrals.
 - Advocacy with legislators.

- **Goal 4:** AILPA promotes relationships that support awareness and advocacy with funders and legislators regarding the importance of adequately funding services for families and young children.
 - Promote expanded billing for developmental therapy.
 - Demonstrate the impact of the current increase of funding and thank the Governor for supporting it.

Laurie Thomas reported that the main topic of their last meeting was the billing manual. She reported that there were several concerns, one of which was that not all agencies are billing for services. When that happens it creates a burden for other programs, because if they are not all maximizing their potential revenue, then grant money has to subsidize programs that aren't billing. Another concern was the consensus of agencies not being audit-ready. She noted that the development of a billing handbook would be essential to support programs in being audit-ready and having defensible billing practices.

When asked if there was a decision made about the annual amount for out-of-pocket expenses, Laurie Thomas noted that it was a focus point, and they were asked to go back and use the materials presented by the Western Regional Research Center to have discussions regarding the

amount for out-of-pocket expenses. Meghan Johnson stated that they proposed a monthly, quarterly, and yearly payment using \$45,000 for a family of three as the baseline. Meghan stated that their next step is to wait for the coordinator's feedback, and then they will forward the information to the project officer at OSEP before it will be released for public comment.

EED

Kim McNamara reported that the Department of Education's special education team is still down one position. The job has been posted and closes at the end of the month.

Kim McNamara stated that the feedback from the Special Education Director's Training was positive. The highlights were a legal training, a discussion on Part C, and the State's presentations on the new assessments, the new standards, and a training piece on the new online grant system. She noted that there was a tier officer's training and a compliant investigator's training directly after the meeting.

Kim McNamara reported that Don Enoch attended the Governor's Council meeting in Anchorage in October and is currently attending the National Association of Special Education Directors Meeting in Georgia.

Kim McNamara reported that the team is preparing for the intensive reviews coming up at the end of the month, and they will be working on those through November and December. They are also making preparations for the Alaska Statewide Special Education Conference (ASSEC). They plan to have a two-day class for new special education teachers in conjunction with the Alaska Statewide Mentors, and training for directors as well.

Kim McNamara noted that the upcoming meetings for EED include the DEB Board meeting and the Western Regional Resource Center Conference, both at the end of October, and the State Personnel Development Grant Conference in Washington D.C. They will also be monitoring in Fairbanks, Mat-Su, Juneau, Pelican, and Skagway in the next few weeks.

Old Business

Summary of Work Plan from October Council Meeting

Karli Lopez stated that the work plan was approved by the Council without significant changes. She noted that they have made good progress on the work plan already and are on track in their efforts.

New Business

Discussion/Brainstorm Needs Survey for Early Intervention Providers

Karli Lopez led the committee through a discussion of the survey they are developing to identify the needs of infant learning programs throughout the state based on what the needs are for successful Medicaid and insurance billing. They would like to tie workforce needs; recruitment and retention, what's working, what's not working, and what it would take to put together a "dream team" for agencies into the needs survey. The committee members spoke about the support needed for tuition assistance in order to have a highly qualified workforce, college-level educational tracks available for students, and investigating what past surveys done by other entities revealed.

Karli Lopez requested that a continuation of the discussion be put on the agenda for the next meeting, at which time they will refine the discussion into questions for the draft survey.

Discussion of Membership

Karli Lopez asked each committee member to introduce themselves and give a brief background.

Karli Lopez expressed her concern that there has not been a quorum at the last two meetings, and in order to complete the work the committee has set forth, there needs to be consistent representation from a variety of stakeholders. She requested that a continuation of the discussion of membership; who are the active members, who has meeting conflicts, and recruiting for new members be put on the agenda for the next meeting. She encouraged the committee to think of people they would suggest as

potential committee members.

Upcoming Meetings/Conferences

Christine Reinhardt reported that the Special Education Advisory Council will hold open recruitment October 10th, 2013 at 6:30 p.m. at the Anchorage School District Administration Building. She noted that this is a group of stakeholders that report directly to the superintendent of schools. A meeting agenda and more information can be found on their website at www.asdk12.org.

Time and Date of Next Meeting

The next meeting of the Early Intervention Committee is scheduled for November 13th, 2013 from 10:00 a.m. to 11:30 a.m.

Good of the Order and Adjournment

Karli Lopez adjourned the meeting at 11:35 a.m.